**Kepro**
Making healthcare work

Summary

Requesting a Peer-to-Peer Review will need to be made by using the action function. The instructions below describe how to start the process of Requesting a Peer-to-Peer Review from within the case.
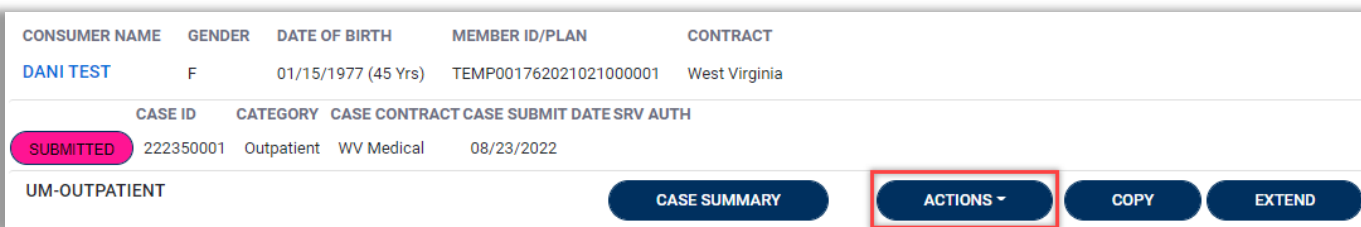
1 Search for Case ID

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.
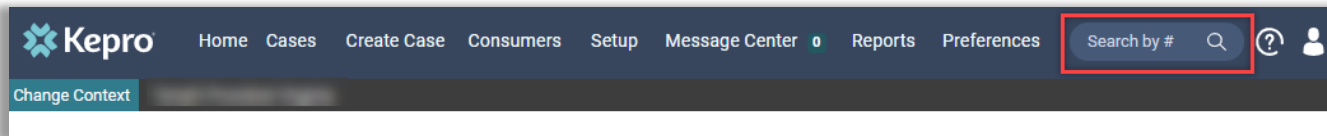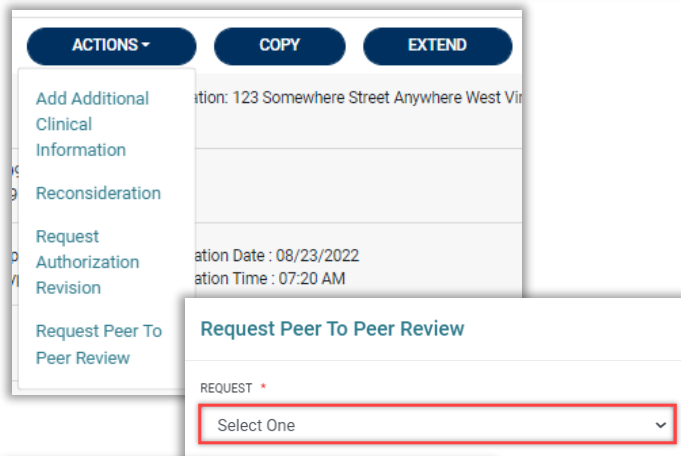

2 Action Button

Once on the request page, click **Actions** located at the top.

3 Select Peer to Peer Review

The Actions will expand and show the available actions that can be selected for the case. Select **Request Peer to Peer Review**.

4 Complete Information

A new box will appear. Select the **request number** from the dropdown and click **next**. A note or document must be attached to submit the action. Choose the document type and click **Submit**.